

Overview of College Application Manager (Schoolinks)

*** must be logged into Schoolinks to access live links throughout the document***

How to get started creating applications and using the College Application Manager.

What is College Application Manager?

The SchoolLinks College Application Manager allows you to:

- Track the progress and requirements for your college applications.
- Organize of all the application materials for the colleges where you're applying.
- Request your application materials including transcripts, letters of recommendation, etc. to be sent to the desired institution.

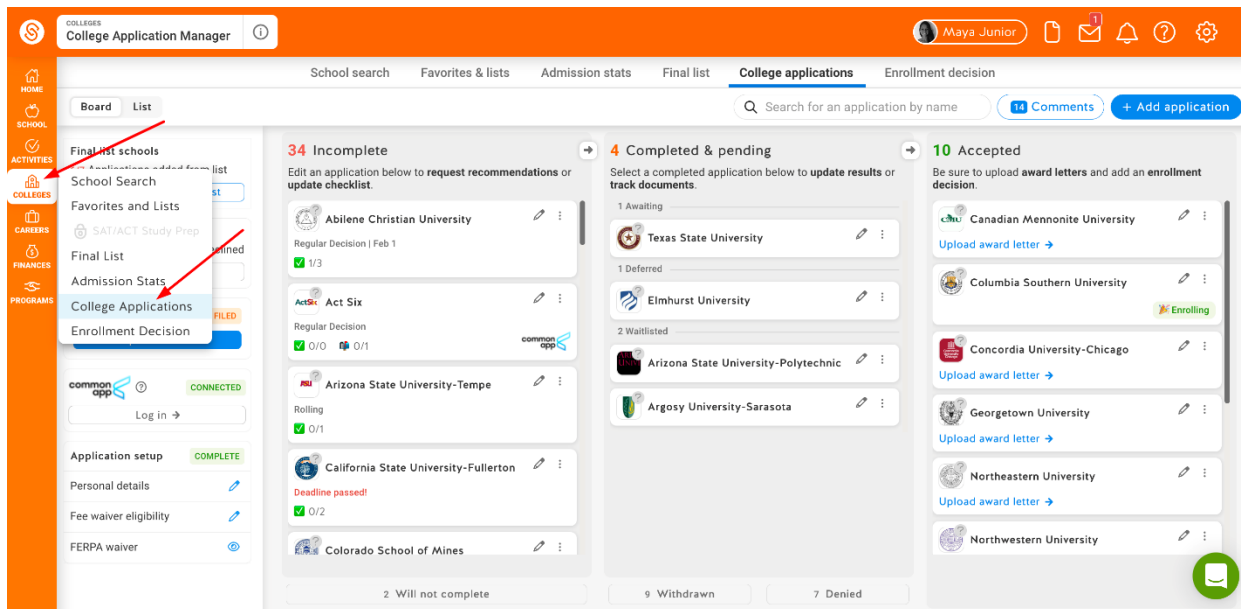
College Application Manager serves as an easy way to **keep track of all the application steps and materials** you need to submit to colleges and when you need to submit them, but it is *not* an application portal. You will need to submit applications using the methods offered by the colleges where you're applying.

One application method used by many colleges is the Common App. College Application Manager integrates with Common App so that you can complete college applications and keep track of your application materials all in one place. To learn more, go to [Common App Overview for Students](#).

Accessing College Application Manager

To access Application Manager, click the **Colleges** icon.

Then click **College Applications**.



College Application Manager Flow

1. The first time you use the College Application Manager, you will complete a FERPA waiver for SchoolLinks.
2. For each college you'd like to apply to, you'll need to [set up an application and its requirements](#). Note: If you would like to apply using Common App, you will need to [set up your Common App account](#).

3. You'll be able to track the status of your application materials on SchoolLinks. To learn more, go to [Tracking Application Requirements](#)
4. After you have tracked your application, you will be able to [indicate your application results](#) and [indicate your enrollment decision](#).